MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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FALL 1996

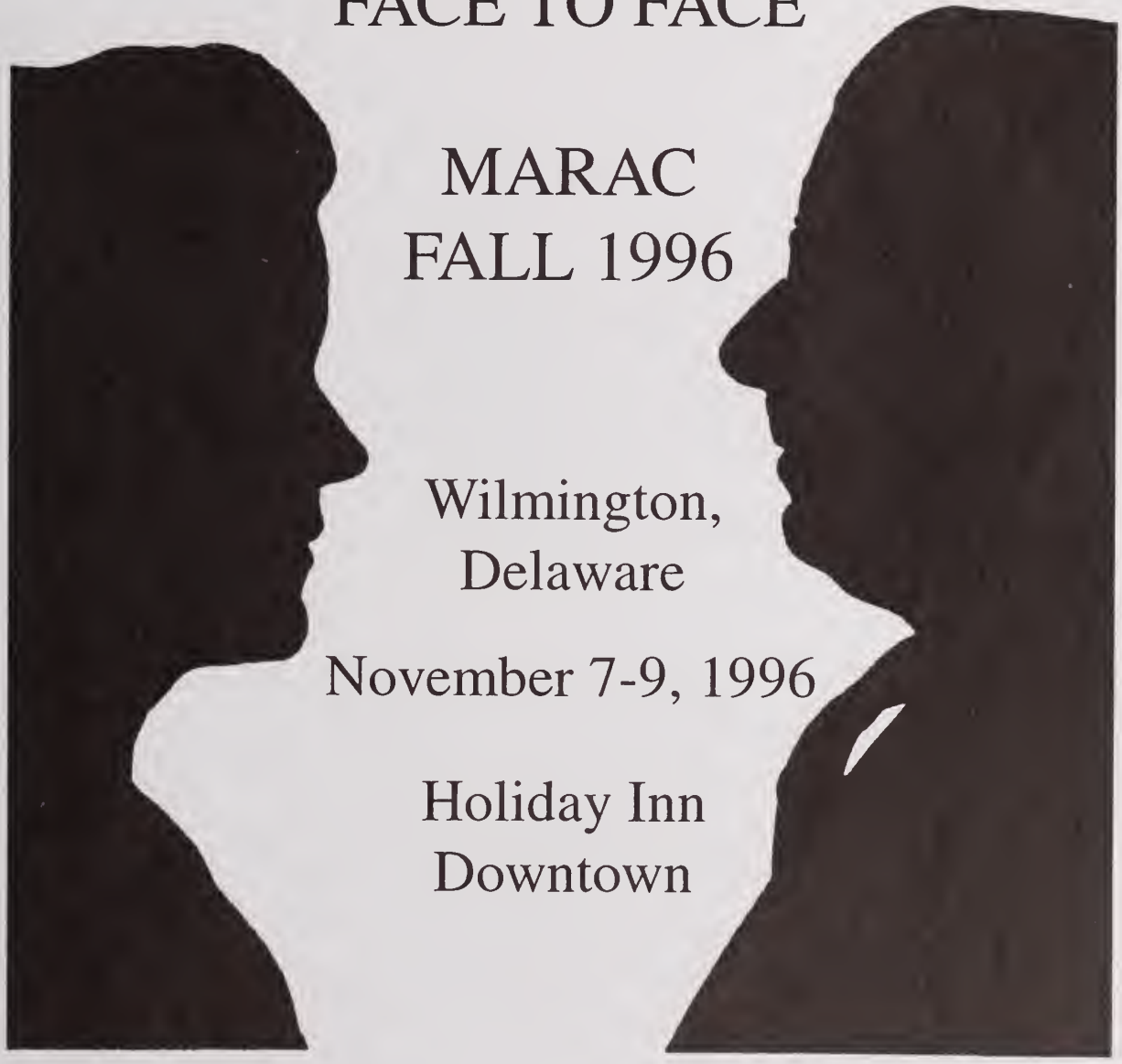
ARCHIVISTS FACE TO FACE

MARAC FALL 1996

Wilmington, Delaware

November 7-9, 1996

Holiday Inn Downtown



Mrs. Leon deValinger

Leon deValinger, Jr.
Delaware State Archivist
1941-1972

Warming Up for Wilmington: 7-9 November 1996

Once again, we invite you to come to Wilmington, Delaware, MARAC's "home away from home" for the fall meeting. The program entitled "***Archivists: Face to Face***," emphasizes the opportunities presented by the program to get up close and professional with your colleagues in the region.

Thursday, choose from among seven workshops on leadership, outreach, digital imaging, and practical aspects of preservation. All offer "hands-on" opportunities. With several half-day workshops, we hope you'll be able to mix and match.

Friday will be a full day of meeting "Face to Face." Caucus meetings over morning coffee will be hosted by MARAC's regional State Archivists. The talk will continue in two blocks of special focus discussions, a unique feature of the Wilmington program. In the morning, join the discussion about the challenges posed by working in a particular type of depository today. In the afternoon, choose the archival issue that interests you most as we seek to re-examine our roles and responsibilities against today's backdrop of technological change. Or, if you prefer, that afternoon you can attend the Hagley Museum and Library's conference "Conceptualizing Gender in American Business History." Transportation and a box lunch will be provided.

Saturday, attend the MARAC breakfast and business meeting, then select from among eight traditional sessions that address digital and intellectual access; documenting women in business and religious collections; management, career, and preservation decisions; and the future of MARAC itself.

The meeting will offer opportunities for pleasure as well as work. Costume historian Barbara Meyer Darlin will transform herself in the luncheon program "The Gibson Girl-Friday Meets the Victorian Lady," as she talks about changing women's roles in the late nineteenth century. The reception that evening will be at the nearby Delaware History Museum, featuring an exhibit on Civil War-era Delaware. Tours scheduled throughout the meeting will take you to the Delaware Art Museum, the Brandywine Valley, and local microbreweries.

On Friday evening, after the reception, the first-ever MARAC Film Festival will feature funny, strange, or interesting short films or film clips from regional repositories. We need your help to make this event a success. If you have a gem you are eager to show, see the flyer in the registration packet and contact John Paul Deley (Federal Trade Commission; 202-326-2085; fax: 202-326-2050; e-mail: jdeley@ftc.gov

The conference will again be at the Holiday Inn Downtown, just a short walk from shops, restaurants, and lovely Brandywine Park. A short drive (or a long walk) away is Trolley Square, a restored Victorian neighborhood with interesting shops and restaurants. The Delaware Art Museum, just beyond Trolley Square, is also situated in a beautiful walking neighborhood. Ethnic restaurants and easy access to world-class museums are all part of Wilmington's charm.

The Program Committee is chaired by Diane Windham Shaw (Lafayette College; 610 250-5148; fax: 610 252-0370; e-mail: shawd@lafayette.edu) and Leslie Simon (CIGNA; 215 761-4903; fax: 215 761-5588; e-mail: flamingo@cigna.e-mail.com). The Local Arrangements Committee is chaired by Connie Cooper and Ellen Rendle (both at the Historical Society of Delaware; 302 655-7161; fax: 302 655-7844). You should have registration materials in hand by the time you read this. Fill them out, send them in, and come to Wilmington, where a warm welcome awaits!

Table of Contents

Warming Up for Wilmington 2
from the chair 3
State & Local News 4
Book Reviews 7
MARAC News 9
Reflection on the Modern Archives Institute 11
National & Regional News 12
People 12
Call For Papers 13
News From the National Archives 14
Employment 16
Call for Authors 19
Preservation News 19
Steering Committee 20
The Changing Nature of MARAC 25
Treasurer's Report 29
Session Abstracts 30

from the chair....

At the Wilmington meeting in November, I am going to ask the MARAC membership to vote on the final recommendations presented to the Steering Committee by the MARAC Strategic Planning Committee. After long discussion and some revision, the Steering Committee voted to present the recommendations to the membership at the Fall meeting. You will find the full text of the recommendations elsewhere in this issue of *maa*. Please read them carefully. Although those who completed the spring membership survey that focused on desired meeting locations and session topics indicated satisfaction with the current direction of this organization, the Steering Committee believes MARAC must continue to move forward to better serve our members. Issues such as providing expanding services with volunteer labor during a time when all of us have less time to give to our professional organizations, as well as the necessity of carefully planning how to best utilize the current temporary budget surplus to carry out the objectives of this organization, require that MARAC to find new ways to provide education and ensure broad participation by our members.

The three recommendations focus on education, broad participation of the membership, and governance. Your state caucus chairs will lead a discussion of the recommendations at your state caucus meeting. There will also be a session at the Wilmington meeting focusing on the strategic plan. We are very interested in your thoughts. This is a document that we hope will serve to improve the services provided to you, the members of MARAC. But only if you, the membership, are interested in seeing these recommendations adopted.

Clarification

This is to clarify a misunderstanding regarding the reception for the Spring Meeting held at College Park, Maryland. Many individuals held the assumption that Spacesaver Corporation had agreed to underwrite this function and later withdrew its support. This was not the case. It is a corporate policy of Spacesaver Corporation not to underwrite functions for organizations of a state or regional nature. Unfortunately this policy was not articulated to the Local Arrangements Committee.

Thank You

The Local Arrangements Committee for MARAC's Spring 1996 College Park Conference would like to gratefully acknowledge Taylor Made Company's generous support. Taylor Made Company not only participated as an exhibitor, but sponsored an exhibit area coffee break for Friday, May 3, at the conference. The committee regrets the omission of these acknowledgments in the printed program.

Of Mailing Times and Deadlines

For about a year, the spring and fall issues of the Mid-Atlantic Archivist (*MAA*) have been delivered by first class mail. The purpose of the change was to ensure that members received information on MARAC meetings in plenty of time to plan their attendance. We hope that this goal has been met. The summer and winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the *MAA* in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the *MAA* to you in a timely manner regardless of how it is sent.

State & Local News

DE

The Winterthur Archives is one of several organizations in Delaware participating in an oral history survey by the Delaware Heritage Commission. Other organizations include the Delaware Agricultural Museum, the Delaware State Archives, the Historical Society of Delaware, Hagley Museum and Library, and other local historical societies and museums. The survey seeks to list in detail as many oral histories as possible concerning Delaware. For more information about the survey, contact the Delaware Heritage Commission at Carvel State Office Building, 820 N. French St. Wilmington DE 19801.

Winterthur's manuscript collection has contributed two items in Winterthur's latest exhibition. "If Objects Could Talk." One, a diary kept by Harrison Vandegrift, describes his Civil War experiences and how he lost his diary during battle and recovered it years later from a descendent of the person who found it. The other item is a collage album, a kind of scrapbook that young girls created in the late 19th century. These albums showed rooms in a house using cut-outs from period magazines and trade catalogues, wallpaper snips, and lace. The exhibit runs until June, 1997.

MD

The Archives of Montgomery County, Maryland has resumed operations under contract with History Associates Incorporated. Established by order of County Executive Charles Gilchrist in July 1985, the Archives is administered by the Montgomery County Department of Public Libraries. The archives is a source for historical information about Montgomery County. It is the designated depository for County government records which are of permanent value, and also conducts oral histories with County officials and civic leaders to provide insights not typically recorded in official documentation.

The Montgomery County Archives is located in the Red Brick Courthouse, 29 Courthouse Square, Room G-09, Rockville MD 20850. Research services are available by appointment and should be scheduled by contacting the Archives at (301) 279-1218.

NJ

The University of Medicine and Dentistry of New Jersey (UMDNJ) Libraries announce the acquisition of the records of the Medical Alliance to the Medical Society of New Jersey (MAMSNJ) 1927-1992. The collection is processed, a register compiled, and the 14 linear feet of papers are open to the public. The Medical Alliance was established in 1927 under its original name, the Woman's Auxiliary to the Medical Society of New Jersey. Membership is now open to the spouses of physicians. For information about the papers, contact UMDNJ Libraries, Special Collections at (201) 982-7830 or 982-6293.

E-mail correspondence may be sent to densky@umdnj.edu or irwin@umdnj.edu.

★★★★

The New Jersey State Caucus met on June 26 for a meeting at the Ocean County Historical Society in Toms River NJ. A business meeting and tour of the Society were conducted. The important item on the agenda was the budget status of the NJ State Archives and the NJ Historical Commission.

The New Jersey State Archives came through the budgetary process more intact than expected. The budget appropriations bill included new language directing the NJ Office of Management and Budget to transfer funds from state departments to the Division of Archives and Records Management (DARM) to cover the costs of records storage and administration services. The system will provide approximately $303,000 in cost recovery for the DARM. The Archives lost one position through retirement which will not be refilled.

The New Jersey Historical Commission did not fare as well in the budgetary process as the State Archives. The Commission was awarded a significantly reduced budget of $545,000, including $202,000 for its grant-in-aid program. The total cut to the Commission's budget was $227,000. This necessitated the loss of four staff members; two were transferred, one retired, and one was laid off.

With the continuation of the Historical Commission for another fiscal year, the New Jersey Caucus' CAPES program will continue. CAPES has provided 161 technical assistant evaluations of New Jersey repositories by NJ Caucus members since the program's inception in 1989.

★★★★

Archives Week Celebration to be held October 12, 1996

In conjunction with the nationwide observance of Archives Week, the Monmouth County Archives is pleased to announce a one-day program on Saturday, October 12, 1996, to be held at the Monmouth County Library - Manalapan, 125 Symmes Drive, Manalapan, New Jersey. The event is being planned by Monmouth County members of the New Jersey

Caucus of the Mid-Atlantic Regional Archives Conference. The public is invited to attend exhibits and ten programs between 10:00 am and 3:00 pm in the Library's conference area. Program speakers include: Monmouth County's shore historian George Moss will provide a slide presentation on the Victorian era; Gail Hutton, Monmouth County Parks System, will describe the methods involved in researching historic sites; John Brown and George Tooks will speak on researching African American and Native American history; and Dr. Stanley Nash, American History Bibliographer, Alexander Library, Rutgers University, will speak on using the Internet for genealogical research.

Among the scheduled local exhibitors will be the Monmouth County Archives, the Monmouth County Historical Association, the Moss Archives, and the historical societies of Ocean Grove, Squan Village, Union Beach, and other towns in the county. Other exhibitors will include the League of Historical Societies of New Jersey, the Mid-Atlantic Regional Archives Conference, the New Jersey State Archives, Rutgers University Special Collections and Archives, the Society of American Archivists, and the New Jersey Library Association Preservation Section.

For more information, contact the Monmouth County Archives, (908) 308-3772. Gary D. Saretzky, Coordinator, Public History Internship Program Rutgers University and Archivist, Monmouth County, New Jersey.

★★★★

New, Larger Facility for State Archives in 1998

The New Jersey State Archives will relocate to enlarged, renovated quarters in the State House Cultural Campus by 1998. Detailed plans and specifications for the facility are nearly complete, and construction is due to begin by the end of 1996. The Archives will occupy two and a half floors in the Department of State Building, neighboring the State Museum and State Library on West State Street in Trenton.

The State Archives is currently housed in the basement of the State Library building, a space the Archives outgrew more than fifteen years ago. Thanks to the interest of key members of the State Legislature and the support of Governor Christine Todd Whitman and Secretary of State Lonna Hooks, $15.7 million in state bond funds were redesignated to convert the former Department of Education Building at 225 West State Street into a permanent home for the State Archives and other agencies of the Department of State. State officials perceive that raising the public profile of the Archives as a major institution in the State House Cultural Campus will enhance the attraction of the capital city for tourism, and stimulate greater appreciation for the state's history.

Plans for the Archives include greatly expanded public spaces, plus the addition of an exhibit gallery and book store. Manuscript and microfilm reading rooms will increase 300% in size, more than doubling their capacity for researchers. Staff work areas and offices will also be vastly improved and enlarged. The entire facility will be equipped with appropriate security and climate-control systems. On-site storage capacity for records will nearly double to about 29,000 cubic feet.

Structural and site constraints will, however, prevent the Archives from storing more than its core holdings in the renovated building. An off-site facility to meet future storage requirements may become necessary within five to ten years.

★★★★

Records Management Chief Appointed for Electronic Records and Imaging Initiative

Secretary of State Lonna R. Hooks has appointed Albin Wagner to the position of Records Management Bureau Chief. The bureau is part of the Division of Archives and Records Management in the New Jersey Department of State.

Wagner, a Certified Records Manager (CRM) and Certified Archivist (CA), will head a new initiative by the State of New Jersey to promote and manage the use of electronic records and image processing technologies in the creation, maintenance and retrieval of public records. Recent legislation has mandated the Division of Archives and Records Management to produce standards and rules for data and image processing technologies used by public agencies, including optical disk systems.

As records management chief, Wagner's initial charge will be to oversee development of standards for optical disk and other imaging technologies employed by New Jersey state and local agencies in managing public records. The draft standards and rules are expected to be presented to the State Records Committee for public review and comment later this year.

The new records management chief comes to New Jersey from the Missouri Secretary of State's office, where he recently completed a federally-funded project to automate the holdings of the Missouri State Archives and helped to launch the state's electronic records program. Wagner's previous service includes posts as Assistant Professor in the Graduate School at the University of British Columbia, where he taught courses in managing electronic records, automation and records management. Wagner also served as Public Records Administrator for the State of Rhode Island, where he established the first professional records management program for state and local governments. He was also co-director of a grant project which established the first professional State Archives in Rhode Island's history.

Wagner holds Master's degrees in history from the University of Colorado and Harvard University. He has also earned certificates in archives and records management from the Institute for Advanced Archival Studies at the University of Denver. Wagner has been active in national and interna-

Continued on P. 6

State & Local News

Continued from P. 5

tional professional organizations and has been an officer in the Association of Records Managers and Administrators (ARMA International), the society of American Archivists, the Association of Canadian Archivists, and other associations.

Wagner is the former editor of the annual Software Directory of Records Management Systems, published by ARMA International, and has authored numerous articles and publications. He has served regularly as a speaker on records management and information technology-related topics at national and international conferences, Wagner has received national recognition for his contributions to the fields of records and information management.

★★★★

N.J. Records Management Chief Appointed to Joint ARMA-SAA Committee

Albin Wagner, the new records management chief in New Jersey's Division of Archives and Records Management, has been appointed to a three-year term on the Joint ARMA and SAA Committee on Archives and Records Management. Wagner has long been active in both the Society of American Archivists (SAA) and the Association of Records Managers and Administrators (ARMA International).

The joint committee seeks to foster and develop ways and means of achieving closer cooperation between the two professions, to facilitate increased knowledge of and involvement in records management issues, and to involve SAA and ARMA in joint projects and initiatives involving education, training, publications, and certification.

NY

The Governor's Task Force on Information Resource Management has promulgated a new policy on New York State Government use of the Internet. Staff from the State Archives and Records Administration assisted in development of the policy. The policy includes provisions for security, acceptable use of the Internet by agency staff, agency responsibilities for operating Internet services, and archiving and recordkeeping. The policy requires every agency Internet site to be registered with the New York State Government Information Locator System (http://unix2.nysed.gov/ils) which will be accessible from the New York State Home Page (http://state.ny.us).

PA

The Pennsylvania State Archives has recently welcomed Manheim Township in Lancaster County into their security microfilm storage program. Manheim is the first of Pennsylvania's 1,548 township governments to take advantage of this program. Since the program began in 1987, county administrative and state judicial system officers have benefited from the program which offers lifetime storage for permanently valuable records on silver gelatin microfilm. Currently the program services 14 counties, 2 municipalities, and one school district in their efforts to preserve their permanently valuable records. For more information on this program contact: Jan Kinzer, Pennsylvania State Archives, PO Box 1026, Harrisburg PA 17108-1026

★★★★

1997-1998 Scholars in Residence Program

The Pennsylvania Historical and Museum Commission invites applications for its 1997-1998 Scholars in Residence Program. The program provides support for full-time research and study at any Commission facility, including the State Archives, the State Museum, and 26 historical sites and museums. Residencies are available for four to twelve consecutive weeks between May 1, 1997 and April 30, 1998, at the rate of $1200 per month. The program is open to all who are conducting research on Pennsylvania history, including academic scholars, public sector professionals, independent scholars, graduate students, writers, film-makers, and others. For further information and application materials, contact: Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg PA 17108. Phone: (717) 787-3034. Deadline for application is January 17, 1997.

VA

A local Richmond foundation has provided a grant to the Library of Virginia to film the archival collection of maps, plans, and drawings of the Virginia Board of Public Works on to 105mm Ilfochrome fiche. This collection of over 500 manuscript maps depicts Virginia internal improvement projects of the board with private companies for canals, navigations, bridges, turnpikes, railroads, and river surveys. Included are the state internal improvement maps, the Wood-Boye county maps made prior to the state maps (1827, revised in 1859) and the state maps. The color fiche will be available for reference and copying. Funds were also provided by the grant to reprint the inventory to the collection prepared by the archives staff and first published in 1978.

New MARAC Members

Pamela Alsop
University of Maryland

Angela Anthony
Maryland Historical Society

William J. Bosch
Le Moyne College

Ruth Carter
University of Pittsburgh

William M. Cole
Bill Cole Enterprises, Inc.

Paul Demilio
Duquesne University

Sr. Mary Kathleen Duggan
D'Youville College

Joseph Fennewald
University of Scranton

Melanie Gardner
National Agricultural Library

Erika Gorder
New Jersey Historical Society

Steve Haller
Colonial Williamsburg Federation

Barbara J. Hoyniak
Library of Congress

Janet Jackson
NJ State Archives

Tracy Meehleib
University of Maryland

Leon C. Miller
Tulane University

Anne Mitchell
Library of Congress

Nicole Pelsinsky
Johns Hopkins University

Tammy L. Peters
Smithsonian Institution Archives

Florence Schimkaitis
n/a

R. Gerald Schoelkopf
West Chester University

Mark Shenise
United Methodist Church

Joseph V. Sill, Jr.
University of Baltimore

Gail Stanislow
Winterthur Library

E. G. Van Tuyl
Bridgeport, Connecticut Public Library

Jessica Weglein
New York University

Book Reviews

Stanley B. Weinbaum Papers. Mss LT 179. Temple University Libraries, Special Collections, 1993.

Seymour Shubin Papers. Mss LT 155. Temple University Libraries, Special Collections, 1993.

Both of these publications are collection descriptions of literary collections. Weinbaum, of early science fiction renown, and Shubin, primarily a medical writer. The Shubin is the lengthier of the two descriptions and covers a longer period of time, 1945-1989. Arranged into five series. Correspondence files are in two sections and kept as the author had them and include folders for agents, publishers and other correspondents. The next three series are concerned with Writing and Editing. Series two relates to medical writing and editing and breaks into subseries by journal title; series three is concerned with freelance and independent works including non-fiction, creative writing, and novels; series four includes Shubin's college and pre-professional writing, and unpublished typescripts, drafts and notes which are restricted. Series five includes publicity, interviews, biographical descriptions and similar material. Series six is an index which points to a box number as opposed to a page number. Folder annotations note as appropriate the interview date, person interviewed, page numbers, volume and issue number of publication and whether notes, correspondence or other material is included as appropriate.

The Weinbaum collection is divided into nine series, including science fiction, works, non-science fiction freelance writings, photographs, correspondence, fan mail, published pulp stories, *The New Adam* foreign language editions of Weinbaum, and foreign language anthologies. A milestone story, his *Martian Odyssey* was the first sci-fi story to explore the eco-system of the world from the viewpoint of a non earth based alien. Weinbaum also wrote mystery and romance stories under the pseudonym Marge Stanley. Both collections are thorough in their material type and contents description.

—Mary Boccaccio
East Carolina University

Continued on P. 24

MARAC NEWS

MARAC Membership Application

Dues Year – October 1st - September 30th

☐ Regular $15.00 ☐ Student/Retired $5.00

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Name: _____

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☐ DE ☐ DC ☐ MD ☐ NJ ☐ NY ☐ PA ☐ VA ☐ WV

To belong to additional State Caucuses, indicate which one(s) and add $1.00 each to your dues payment.

May we include your name and address (only) on a MARAC mailing list for distribution?

☐ Yes ☐ No

Please check the category(ies) which best describe(s) your archives:

☐ College/University ☐ Museum ☐ Religious

☐ Corporate ☐ Federal Archives ☐ State/Local Government

☐ Historical Society ☐ Professional Society, Institute ☐ Other: _____

Please check the committee(s) on which you are willing to serve:

☐ Arline Custer Award ☐ Finding Aids Award ☐ Membership

☐ Program ☐ Education ☐ Local Arrangements

☐ Nominations ☐ Publications ☐ Finance

☐ Meetings Coordinating ☐ Outreach ☐ Service Award

Make Checks payable to MARAC and Mail to:

Diana Shenk MARAC Administrator
W313 Pattee Library, Penn State University
University Park, PA 16803

Tel: (814) 863-3181
Fax: (814) 863-5775
E-Mail: dxs@psulias.psu.edu

MARAC Meeting Membership Survey Results

Over 200 MARAC members responded to the Meeting Coordinating Committee's (MCC) survey. This inquiry was sent out in April. Its primary purpose was to gather information on the preferences of members concerning upcoming meetings. The survey consisted of thirteen questions and touched on a variety of different topics. All of the findings will facilitate the MCC's decision-making process.

There seems to be no clear preference in session format/structure between Fall and Spring meetings. A workshops format was very popular with respondents, while debates ranked rather low. Also, there was a strong feeling toward meeting with partner organizations, especially MAC and NEA.

Dozens of suggestions for sites for upcoming meetings were received and all will be considered by the MCC. Cleveland ranked first as the site for MARAC in the Fall of 2000 (68 responses), Chataqua, NY as a close second choice (66 responses).

Members were equally divided on the idea of Saturday sessions and had a wide and diverse list of program themes they would like to see developed. Surprisingly, for those who answered the question, a personal professional development budget of $500 was the most common response (20 times). Average institutional budget for training/conferences was $1662 and average personal budget was $544.

Thirty-five respondents liked Saturday morning as the best time for Business meetings (but 131 left the question blank). A vast majority of members would like at least a ten week advance notice on upcoming meetings and activities.

The Meetings Coordinating Committee Chair, Jackie Esposito, would like to thank everyone who participated and encourages members to continue providing input to ensure that future meetings continue to meet the needs of our active and diverse membership.

★★★★

Thank You

The Meetings Coordinating Committee thanks everyone who participated in the Members Survey regarding meetings. Your input is greatly appreciated. A special note of thanks to John Paul Deley, Federal Trade Commission, for coordinating this effort. Thanks are also extended to Jon D. Murphy and James Sally, interns at the Federal Trade Commission, who crunched all the numbers from the survey and created an extensive report of the data findings.

The following persons were awarded t-shirts for completing their surveys:

John Attansio, Danna Bell-Russel, Barbara Lewis Burger, Gwendolyn D. Clark, Philip Eckman,Howard C.H. Feng, William D. Grover, Sr. Helen Jacobson, L. Rebecca Johnson Melvin, Joe Laframboise, Martin Levitt, Lisa Magnifico, Lucinda Manning, David Ment, Sr. Therese Misencik, Tom Mitchell, Karl Niederer, Mary F. Pankin, Mary Ronan, T.C. Taylor, Sr. Mary Trusso, Anne C. Webb, P.C. Wosh.

★★★★

Proposed Archival Textbook

The Publications Committee has received a proposal that the committee develop an introductory archival methods textbook. At the Fall 1996 Wilmington, DE meeting, the Publications Committee is sponsoring a roundtable discussion with archival educators, potential authors, and any interested individuals within MARAC to determine the need for a textbook. The discussion will take place on Thursday, November 7, 1996 from 3:00 p.m. to 4:00 p.m. at the Holiday Inn Downtown.

During the meeting the group will propose a general editor, topics, and a pool of possible authors. Subject area specialists who are MARAC members could be selected for each topic.

The MARAC region has both the pool of talent to author the volume and the archival needs to serve as a market for such a textbook. A multiple author volume offers the opportunity to have each topic developed by a recognized, articulate expert in that topic. Previous examples include three works produced in the MARAC region: Roland Baumann's A Manual of Archival Techniques; Greg Bradsher's Managing Archives and Archival Institutions; and NARA's A Modern Archives Reader; a fourth example is the Society of Australian Archivists' Keeping Archives. Most are dated and do not cover all aspects of archival activity; the Australian work, while comprehensive and well done, does not approach the topic from an American perspective.

Each chapter could be assigned to one or more subject area specialists. The author(s) would be responsible for the text and bibliography for their topic and for selecting appropriate examples, charts, graphics, and photographs to accompany the text. The general editor would be responsible for other portions of the text and general editing, keeping the volume on schedule by meeting deadlines, selecting of photographs, and negotiating with printers and distributors. MARAC could arrange for bulk sales to redistributors such as the Society of American Archivists and the publications sales shops at various institutions such as the New York Public Library, the National Archives, and the Smithsonian.

The volume would have twenty or so chapters of twenty to twenty-five pages, each written by a different author. To encourage its use in a variety of settings including archival courses, workshops, and consulting and mentorship situations the volume should be available in paperback at a relatively modest cost (ca. $25.00).

★★★★

Technical Leaflets Editor Issues Call for Authors and Reviewers

Frank H. Serene, who became editor of the Technical Leaflets series last spring, has issued a call for authors and reviewers. The purpose of the Technical Leaflets series is to provide information on a wide range of topics, which have not been covered by publications issued by the Society of American Archivists. The information is designed to be helpful to small re-

Continued on P. 10

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MARAC News

Continued from P. 9

positories as well as beginning professional and non-professionals in the field. This series also provides experienced professionals an opportunity to share their ideas and to contribute a publication to the archival profession.

Do not hesitate! If you have an idea or an unique experience from which you feel others can benefit, the editor wants to hear from you. You may call him to discuss your proposal, submit a brief description of 500 to 1000 words, or send a full text consisting of 3000 to 5000 words. A typescript or word processor printout of the full text should be double spaced and cover approximately twenty to thirty pages. This page count does not include an appendices or bibliography, each of which may be submitted and would be treated as additions to the text. Authors are strongly encouraged to attach a bibliography and/or an Additional reading list.

The editor also requests you to contact him if you want to review manuscripts. If you want to be a reviewer, send your name and address to the editor (at the address shown below). In your communication to the editor include your area of interest or expertise.

Authors should submit manuscripts to the editor in both paper and diskette formats. The editor will circulate the manuscript to at least three reviewers, who may or may not have technical expertise in the area covered by the proposed leaflet. Comments from the reviewers or the editor will be sent to the author, who will be asked to respond. Galleys will be sent to the author for approval prior to printing.

You can contact the editor at the following telephones at work (National Archives and Records Administration) 301-713-6655 ext 236, or at home 301-464-1862.

The editor can be reached at the following mailing addresses: (H) Frank H. Serene, MARAC Technical Leaflets Editor, 3625 Maroon Lane, Bowie, MD 20714-2849 or (at work) Frank H. Serene, MARAC Technical Leaflets Editor, National Archives & Records Administration, College Park, NN-E Rm 2800, 8601 Adelphi Road, College Park, MD 20740-6001.

The editors e-mail address is frank.serene@arch2.nara.gov

Fax communications can be sent to the editor at 301-713-6653.

★★★★

Distinguished Member Award

The MARAC Steering Committee requests nominations for its Distinguished Member award. This award is granted one time only, to up to three individuals a year, who have been long-standing, hard-working members of MARAC, and who have made significant contributions to the organization. Nominations, along with three letters of recommendation, should be submitted to the Chair of the Outreach Committee by January 2, 1997. Send them to Maxine N. Lurie, 6 Rye Street, Piscataway, New Jersey 08854. For further information call 201 275 2772 or email luriemax@lanmail.shu.edu

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Kurt G. F. Helfrich attended the Modern Archives Institute, June 3-14, 1996, Through a Leonard Rapport MARAC Scholarship

After planning to attend the National Archive's Modern Archives Institute for a number of years, I was finally able to do so under the auspices of a MARAC scholarship established by Leonard Rapport which enables one person to attend each of the two institutes held annually in Washington, DC. I attended the first session of this year's Institute which was held June 3-14. Before starting the course, a number of past graduates advised me that two of the Institute's greatest strengths were its informative sessions, and the opportunity the participant has to experience first hand, the range of people who work in the archival profession in the United States. Despite the current move to professionalize and academicize the archival field, the bulk of its members continue to come from diverse backgrounds, united, despite differences, by a shared goal to respect and preserve the past for the future. Yet this enthusiasm for preserving the past, in nearly all cases, was tempered by the practical realities of budget cuts and/or continued institutional neglect. With the exception of participants from the federal government, most of us were from smaller repositories most often staffed by one person, who for one reason or another, had taken on the task of becoming his or her institution's memory.

Our own class mirrored this continued diversity within the profession with participants from places as far away from Washington, DC as Hawaii and New Mexico. The types of repositories represented were largely non-profit or public service organizations that included religious orders, university archives relating to medicine, Federal military records centers, the Library of Congress, a state historical society, a manuscript repository for African-American history and literature, as well as a well-known New York cultural institution devoted specifically to the propagation and preservation of music. Most were concerned with preserving general, non- sensitive materials, but the need to protect individual/institutional privacy is a continuing problem which all of us face to one degree or another. Class participants were as varied as their institutions, but all of us had a great deal of firsthand practical knowledge concerning archival practice and administration which the Institute helped to solidify and channel in new directions. The popular stereotype of the archivist as an octogenarian/antiquarian buried away in a basement or attic out of touch with the trends of today was belied by our group whose older members were often much more progressive and "with it" in their attempts to wrestle with contemporary issues than some of our younger brethren!

What was of particular help to all of us was the continued goal of the Modern Archives Institute to present a coherent and up-to-date series of panel sessions which provide both an overview of the archival practice and administration and serve as a guidepost to current issues and future trends within the profession. Of specific interest to all of the participants were the sessions on copyright law, privacy and the storage of electronic records. Amazingly, most of the participants, from the larger institutions, down to the smaller one person repositories are now currently dealing with the problem of how to save electronic records (be they computer disks or e-mail) within their holdings. The Institute's sessions on these subjects helped all of us clarify and in some cases determine what our own course of action should be within the scope of our own institution's goals or mission. At the heart of the program, however, remains the two day training session on arrangement and description which was one of the best experiences of the Institute. As all of us are aware, the core of an archives remains its records, the bulk of which still remain, despite current projections about the future, in a hard copy format.

Attending the Modern Archives Institute benefited me personally in a number of ways. I was able to supplement my own previous work experience in archives repositories with a focused and directed program that introduced me to both the existing scholarship in the field as well as current problems which beset the archival profession. I was able to broaden my own approach which has been limited by the types of records I have dealt with—mostly architectural—to include a working knowledge of manuscripts and photographs. From the sessions which I attended, I was able to gain a broad overview of these matters with just enough of the practical details to know how to phrase the problem and also determine appropriate resources to find the answers—both human and textual.

National & Regional News

With a gift from Ameritech, the Library of Congress is sponsoring an open competition to enable public, research, and academic libraries, museums, historical societies and archival institutions (except federal institutions) to create digital collections of primary resource material for distribution on the Internet in a manner that will augment the collections of the National Digital Library Program at the Library of Congress. The National Digital Library is conceived as a distributed collection of converted library materials and digital originals to which many American institutions will contribute. The Library of Congress's contribution to this World Wide Web-based virtual library is called American Memory and is created by the Library's National Digital Library Program.

In the 1996-97 competition, applications will be limited to collections of textual and graphic materials that illuminate the period 1850-1920 and that complement and enhance the American Memory collections already mounted in the National Digital Library. The deadline for applications is November 1, 1996 (postmark).

Awards will range from $50,000 to $75,000 for projects that can be accomplished in twelve to eighteen months. Repositories in the United States with collections of primary resource material that are significant for education and research in United States history and culture are encouraged to apply.

Guidelines and Application Instructions for the LC/Ameritech National Digital Library competition are available at http://lcweb2.loc.gov/ammem/award/, where there is also a form for requesting hard copy. Hard copy may also be obtained by telephone to Barbara Paulson, (202) 707-1087, or by e-mail to bpau@loc.gov.

★★★★

The Oral History Association invites application for three awards to be presented in 1997 that will recognize outstanding work in the field. Awards will be given for 1. A published book that uses oral history to advance an important historical interpretation or addresses significant theoretical or methodological issues; 2. a nonprint format production, including film, video, radio programming, exhibition, or dramatic production that makes significant use of oral history; 3. a precollegiate teacher who has made outstanding use of oral history in the classroom.

In all cases, awards will be given for work published or completed between January 1, 1995 and March 30, 1997. Awards are honorific and will be announced at the Association's annual meeting to be held September 25-28, 1997 in New Orleans, Louisiana.

The Association welcomes entries and nominations from all who practice oral history. Deadline for receipt of all nomination materials is April 1, 1997. For guidelines and submission information write Rebecca Sharpless, Executive Secretary, Oral History Association, Baylor University, PO Box 97234, Waco TX 76798-7234. E-mail OHA_Support@Baylor.edu

People

Fynnette Eaton of the Center for Electronic Records of the National Archives and Records Administration (and also MARAC Chair) received an Interagency Committee on Information Resources Management (IAC/IRM) 1996 Technology Excellence Award in June. Fynnette was recognized for her role in the design and successful implementation of the Archival Preservation System (APS). APS was designed to preserve electronic records and capture technical and physical information about the records. APS menu driven software copies records from the media supplied by creating agencies to certified media for long-term preservation.

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Call For Papers

The Oral History Association invites proposals for papers and presentations for its 1997 Annual Meeting to be held September 25-28, 1997, in New Orleans, Louisiana. The themes of the meeting is "Looking In, Looking Out: Retelling the Past, Envisioning the Future."

The past one hundred years have been marked by global transformations affecting every aspect of life. Personal experience has been shaped and reshaped through participation in the often threatening but also often desired changes moving around the world. This conference provides an opportunity to share research on accounts of personal experience in this century and to test arguments about how the stories people tell about their history relate to the strategies different communities and social institutions developed to recreate the future.

The program committee especially encourages proposals that examine relationships between science, religion, personal values, and debates over public policy, but all subjects are welcome. We invite proposals that demonstrate how the use of oral sources had led to creative reexamination of any aspect of modern history.

Proposals may be either for individual papers or group sessions and should include a title and one page description of the issues and questions to be addressed, and the name, affiliation, short vitae, mailing address, and phone number of each presenter, including convenor and suggested commentator. OHA policy prevents those who have presented papers at the 1996 Annual Meeting from doing so in 1997. Deadline for proposals is December 10, 1996.

For further information or to submit proposals, contact: Alphine W. Jefferson, Department of History, College of Wooster, Wooster OH 44691. Phone (330) 263-2452. Fax (330) 263-2614. E-mail: AlJefferson@acs.Wooster.edu.

Steven J. Novak, UCLA Oral History Program, UCLA 157511, Los Angeles CA 90095. Phone (310) 825-7524. Fax (310) 206-2796. E-mail sjNovak@library.UCLA.edu

Do you have a favorite film or video in your collection you'd like to share with colleagues - something eye-opening, amusing, moving?

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NEWS FROM THE NATIONAL ARCHIVES

The National Historic Publications and Records Commission (NHPRC) presented its 1995 award for Distinguished Service in Documentary Preservation and Publication to Dr. Carol K. Bleser. Dr. Bleser is the Kathryn and Calhoun Lemon Distinguished Professor of History at Clemson University. The award is given for exemplary accomplishments in documentary scholarship, promotion of the use of documentary materials by the widest possible audience, and contributions to the work and mission of the NHPRC. Previous award winners include Arthur Link (1989), H.G. Jones (1990), Louis Harlan (1991), Robert Warner (1992), Dorothy Porter Wesley (1993) and Charles Lee (1994).

★★★★

The National Archives has recently signed an agreement with the office of POW/MIA Affairs at the Department of Defense to accomplish the declassification of the records of the Senate Select Committee for POW/MIA Affairs (Kerry Committee). Work is expected to begin in July 1996 after personnel have been hired and cleared.

★★★★

On May 15, 1996 the price for National Archives microfilm publications increased from $23 per roll to $34 per roll. This is the first price change in six years for this product. Please direct any questions about ordering microfilm to the toll free Publication Sales number at 800-234-8861. A list of microfilm publications can be obtained from the Publications and Distribution Branch of the National Archives by calling 202-501-5235 or writing to them at NECD, National Archives, Washington DC 20408. The microfilm publication program increases the availability of primary research sources. Since 1941 the National Archives has microfilmed Federal records of high research value in order to make them available to researchers while preserving the originals from deterioration and damage due to handling.

★★★★

On March 19, President Clinton presented the National Archives and Records Administration (NARA) Fiscal Year 1997 budget to Congress. The total request is $196,964,000, a small reduction from the 1996 level of $199,925,000 which included several one time additions. The request for the National Historic Publications and Records Commission (NHPRC) Fiscal Year 1997 grant program is $4,000,000 and is an appropriation separate from the operating expenses budget of NARA. This figure is $1 million less than the current funding of $5,000,000.

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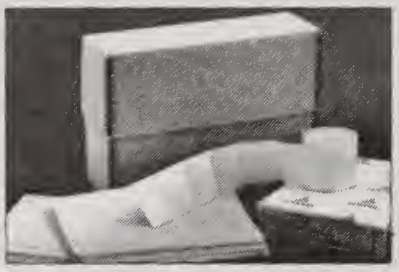

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NEWS FROM THE NATIONAL ARCHIVES

★★★★

On May 6, 1996, the Suitland Research Room closed. An appointment system is now in effect for researchers who need to use accessioned archival records remaining in the Washington National Records Center (WNRC) at Suitland. Information on the availability of these records or advance arrangements to use accessioned records that have not been closed for move preparation may be made by calling the Suitland Reference Branch at 301-457-7190. The last group of archival records will be closed in preparation for the move out of WNRC on August 30, 1996.

★★★★

Archivist of the United States John Carlin has announced the appointment of Mark A Hunt as Director of the Reagan Presidential Library and Museum at Simi Valley CA effective May 1, 1996.

★★★★

After a ten year effort in compilation, the National Archives and Records Administration (NARA) began distributing the new three volume "Guide to the Federal Records in the National Archives of the United States." This new edition supersedes all previous comprehensive guides to archival Federal records in NARA custody. The new edition covers over 1.7 million feet of textual records, 300,000 rolls of microfilm, 2.2 million maps and charts, 2.8 million architectural and engineering plans, 9.2 million aerial photos, 123,000 film reels, 33,000 video recordings, 178,000 sound recordings, 7,000 computer data sets, and 7.4 million still pictures.

The Guide is available to the public at a cost of $95.00 plus shipping and handling from the NARA Publications Sales Office or from the Superintendent of Documents, Government Printing Office (Stock No. 069-000-00064-9) Phone: (202) 512-2250. An electronic version of the text, including the index, may be accessed through the NARA homepage.

★★★★

The Military Ocean Terminal in Bayonne NJ, site of a NARA Federal Records Center, will be closing in 1998. As a result, the Federal Records Center must vacate its current location by the summer of 1998. The Center houses nearly 1.2 million cubic feet of records from more than 100 Federal agencies in the New York/New Jersey area and from Puerto Rico and the Virgin Islands. The records will be relocated to Kansas City MO with plans to begin the move in spring of 1997 and finish by the summer of 1998. Efforts will be made to assist staff to move within NARA or find other employment in the Bayonne area.

Continued on P. 31

Haven't received your copy of the Preliminary Program for MARAC's Fall 1996 meeting???

Contact Connie Cooper or Ellen Rendle.
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Face-toFace
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EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

The College of William and Mary, Earl Gregg Swem Library

Assistant University Archivist

The College of William and Mary, Earl Gregg Swem Library has an opening for Assistant University Archivist.

Responsibilities: The Assistant University Archivist directs the daily operation of the College's Records Management Program, is responsible for the Archives Records Center and Archives stacks, assists in planning and setting priorities, is responsible for the accessioning, inventorying and processing of Archives materials, performs research and assists researchers, prepares and mounts exhibits, supervises other Archives staff and students on a project basis, and reports to the Assistant Dean of University Libraries for Special Collections/University Archivist.

Requirements for the position are: an M.A. in history or M.L.S. from an A.L.A. accredited library school; at least two years archival experience, preferably in an academic setting; effective oral and written communications skills; ability to pay close attention to detail; ability to work effectively with the public and staff; and the ability to lift and carry boxes of at least 40 lbs. Desirable qualifications include records management experience, preferably in an academic setting; formal archival training; experience with digitization; experience in MARC-AMC format; and background in history, preferably American.

This permanent appointment position is available January 1, 1997.

Minimum salary is $30,000. Benefits include twenty four days of annual leave, choice of retirement systems, and other liberal fringe benefits.

Send letter of application, resume, and names, addresses, and telephone numbers of three current references to: Search Committee for Assistant University Archivist, Swem Library, College of William and Mary, P.O. Box 8794, Williamsburg VA 23187-8794. Application review will begin October 1, 1996 and continue until position is filled. William and Mary is an affirmative action, equal opportunity employer; members of underrepresented groups (including persons of color, persons with disabilities, Vietnam veterans, and women) are encouraged to apply.

MARAC MEETINGS

Fall Meeting 1996
Wilmington, Delaware
November 7th - 9th

Spring Meeting 1997
Charlottesville, Virginia
May 1st-3rd

Fall Meeting 1997
Wilmington, Delaware
November 6th - 8th

Colonial Williamsburg Foundation

The Colonial Williamsburg Foundation is advertising a full time position to manage Special Collections manuscripts processing and collections maintenance. The individual selected will perform original cataloguing in the MARC format, will provide Special Collections reference service, and will coordinate collection development in subject speciality.

Job requirements include and MLS degree from an ALA accredited institution, 1-3 years work experience in library special collections, automation and supervision, and demonstrate written and oral communications skills. Also desirable is knowledge of foreign languages and 18th century studies as well as work experience in a museum library.

Salary range $22,650 - $31,800.

Send resume to Sharon Randall, Colonial Williamsburg Foundation, Box 1776, Williamsburg VA 23187. EOE/AA.

The Rockefeller Archive Center

Two Positions Open: Archivist and Part-time Intern

Archivist

The Rockefeller Archive Center of the Rockefeller University has an opening for an experienced archivist to fill a permanent position. The Archive Center, located in Westchester County, New York, holds 30,000 cubic feet of records documenting the history of the Rockefeller family and its philanthropies. The archival staff serves both the depositing institutions and scholarly researchers.

The Center is seeking an archivist with at least 2-3 years of experience and a degree in archives and history or an M.L.S. with an archival focus; or 5 or more years of archival experience. Excellent verbal and written communication skills are necessary. Candidates with the knowledge and ability to take a leadership role in adapting computer technology to archival tasks, or in electronic records management are especially encouraged to apply.

The Rockefeller University has an excellent benefits plan. Salary will be commensurate with experience. To apply, please send resume and salary history to: Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, North Tarrytown NY 10591-1598.

Part-time Intern

The Rockefeller Archive Center, located in Westchester County, New York, is seeking a part-time intern for the 1996-1997 academic year to assist its Preservation Officer in implementing preservation activities, including preparation of archival materials for preservation microfilming. At minimum, applicants should hold a B.A. in history or a related field, preferably enrolled in an M.L.S. or M.A. program with focus in archival management, or have work experience in archives. Working knowledge of WordPerfect for Windows, excellent communication skills, and the ability to pay close attention to detail are highly desirable. The individual selected may work 10-15 hours per week at $12.63 per hour. Specific hours can be negotiated.

To apply, please send resume and letter of interest to: Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, North Tarrytown NY 10591-1598.

The Archival Rs
Repositories & Responsibilities

Thrash things out with colleagues Friday in **Special Focus Sessions**

Face-to-Face
7-9 November 1996
Wilmington, DE

The Historical Society of Western Pennsylvania, Library and Archives Division

The Historical Society of Western Pennsylvania, Library and Archives Division, is seeking an experienced archivist to manage and participate in archival appraisal, accessioning, processing, and cataloging. This position is one of two Department Heads that report to the Director of Library and Archives. This specialized collection, limited to the history of the region, contains 35,000 books, 10,000 linear feet of manuscript material, 400,000 photographs, and 500 maps. The Division is housed on two floors of the new Senator John Heinz Pittsburgh Regional History Center adjacent to downtown Pittsburgh. There are 8 full time and 2 part time professionals and one support position in the Division.

Responsibilities include processing manuscript collections, supervising archives staff, volunteers, and interns, and providing reference services for books and manuscripts. It also includes development of new programs, assistance with policy and grant writing, and supervision of special project work.

Qualifications: MA in Library/Information Science and/or history or related field and three years archival experience. The position requires an energetic, highly motivated person with excellent writing skills and the ability to supervise staff and volunteers. Substantial experience with computers, MARC AMC formats and OCLC required. Experience with a LAN preferred.

Salary is commensurate with experience and training. To apply, please send a letter, brief writing sample, and resume with names, addresses, and phone numbers of three references to: Karen Schneider, HR, Historical Society, 1212 Smallman Street, Pittsburgh, PA 15222. Application will be accepted until the position is filled.

The College of William and Mary Earl Gregg Swem Library

WARREN E. BURGER ARCHIVIST

The Warren E. Burger Archivist is responsible for the Warren E. Burger Collection and Reading Room of the Special Collections Division. The Burger Archivist is responsible for all aspects of this newly-acquired extensive collection of papers, books, photographs, memorabilia, paintings, artifacts, clothing, and furniture; overseeing adherence to Deed of Gift; designing and directing systems for security, accessioning, processing, cataloging, finding aids, preservation, digitization, storage, and exhibition in consultation with the Assistant Dean of University Libraries for Special Collections; working with donor and special approved researchers while collection is closed; supervision of temporary (3-5 years) staff person and students.

Requirements: MA in history or MLS from an ALA-accredited library school; at least 5 years archival or manuscript experience, preferably working with large collections of diverse materials; effective oral and written communications skills; the ability to pay close attention to detail; the ability to work effectively with the public, donors, and staff; and the physical ability to lift and carry boxes of approximately 40 lbs.

Desirable: formal archival training; experience in MARC-AMC format, donor relations, digitization, preservation, and manual and electronic cataloging; legal training or experience; background in history, preferably American.

The Special Collections Division, including University Archives and Manuscripts and Rare Books, consists of 4.75 professionals, 2.5 paraprofessionals, and students. The Burger Archivist will share some divisional activities and duties, and function as a Library Department Head.

Position available November 1, 1996. Permanent appointment.

Minimum salary $38,000. Benefits include twenty four days annual leave, choice of retirement systems, and other liberal fringe benefits.

Send letter of application, resume, and names, addresses, and telephone numbers of three current references to: Search Committee for Warren E. Burger Archivist, Swem Library, College of William and Mary, P.O. Box 8794, Williamsburg, VA 23187-8794. Application review will begin September 1, 1996 and continue until position is filled. William and Mary is an affirmative action, equal opportunity employer; members of underrepresented groups (including persons of color, persons with disabilities, Vietnam veterans, and women) are encouraged to apply.

Library Company of Philadelphia Announces Research Fellowships in American History and Culture for 1997-1998

The Library Company of Philadelphia each year offers a number of short-term fellowships for research in residence in its collections, which are capable of supporting scholarship in a variety of fields and disciplines relating to the history of North America, principally in the 18th and 19th centuries. Founded in 1731, the Library Company was the largest public library in America until the 1850's and thus contains printed materials on every aspect of American culture and society in that period. It has since become a research library with well over half a million books, pamphlets, newspapers, periodicals, prints, maps, photographs, and manuscripts.

The fellowship program supports both post-doctoral and dissertation research. The project proposal should demonstrate that the Library Company has primary sources central to the research topic. Candidates are encouraged to inquire about the appropriateness of a proposed topic before applying.

The fellowships are tenable for one month at any time from June 1997 to May 1998. The stipend is $1,400. International applications are especially encouraged, since a separately endowed fund provides an additional allowance to one fellow whose residence is outside the United States. Fellows will be assisted in finding reasonably priced accommodations.

Candidates must apply by February 1, 1997. Appointments will be made by March 15. There are no application forms. To apply please send four copies each of a curriculum vitae, a two- to four-page description of the proposed project, and a single letter of reference to: James Green, Assistant Librarian, Library Company of Philadelphia, 1314 Locust Street, Philadelphia, PA 19107. Telephone (215) 546-3181. Fax (215) 546-5167. E-mail jg24@libertynet.org.

Call for Authors

The MARAC Technical Leaflet Series

Manuscripts needed on specialized archival topics, not already covered by saa publications, particularly appropriate to small repositories. Topics already covered include:

* appraisal of social welfare case files
* computing the total cost of archival processing
* planning for archival programs: an introduction
* processing congressional collections
* Developing archival exhibitions
* involving volunteers in archives
* identifying and handling classified documents
* archival sampling: a method of appraisal
* photograph preservation: basic methods of safeguarding your collection

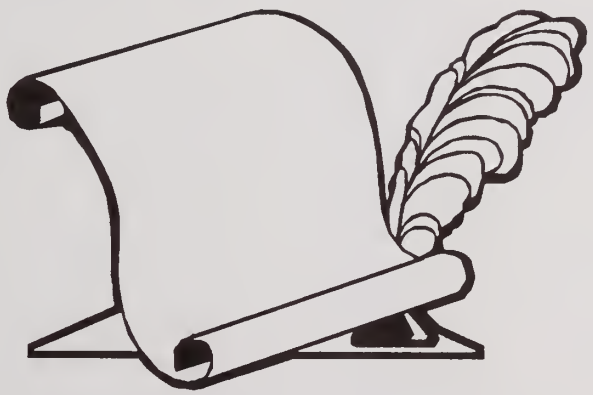
MARAC technical leaflets are intended to provide brief, practical information about selected archival topics suitable especially for beginners in the profession.

Text should contain approximately 3,000 to 5,000 words or approximately 20 to 30 typed, double-spaced pages. This count does not include appendices and a bibliography. Authors are strongly encouraged to include a bibliography or "additional reading" list.

Text should be submitted to the editor in both paper copy and on diskette. The editor will send the text for comment to at least three reviewers with and without technical expertise in the areas covered by the leaflet. Reviewers' comments and editor's comments will be sent to the author and she/he will be asked to respond. Galleys will be sent to the author for approval prior to printing.

Submit manuscript proposals to:

Frank Serene, MARAC Technical Leaflets Editor, 3625 Maroon Lane, Bowie, MD 20517
e-mail: frank.serene@arch2.nara.gov; 301/713-6655; FAX 301/713-6653



Preservation News

The Conservation Center for Art and Historic Artifacts (CCAHA), Philadelphia, has received a grant of $25,000 from the Gladys Krieble Delmas Foundation to support its field services program for institutions in the Mid-Atlantic region. The grant will match a grant from the National Endowment for the Humanities for the Humanities Office of Preservation and Access to expand and enhance the Center's field services program, including surveys and workshops. The Center received a grant of $210,117 from NEH, with an additional $57,068 in matching funds.

★★★★

The National Information Standards Organization (NISO), the leading developer of technical standards for publishers, information services, and libraries, has launched a home page on the World Wide Web which provides information on NISO, developing standards, and NISO publications. The address is http://www.niso.org

★★★★

The Museum of Modern Art's archive of 13,000 motion picture films in 85,000 cans have been transferred from commercial space where they have been stored to the new $14 million Museum of Modern Film Art Preservation Center in Hamlin PA, just east of Scranton. The collection of motion pictures from every film-producing country in the world is housed in two buildings and 50 vaults.

STEERING COMMITTEE

IN ATTENDANCE: Fred Armstrong, Prudence Backman, Mimi Bowling, Lauren Brown, Patrice Brown, Margaret Burri, Lynn Catanese, Becky Collier, Lois Densky-Wolff, Fynnette Eaton, Jackie Esposito, Jeff Flannery, Jennie Diaz Guilbaud, Susan Hamburger, George Hing, Elizabeth Joffrion, Maxine Lurie, Linda Angle Miller, Eileen Parris, Ben Primer, and Diana Shenk.

1. **Call to Order**

Fynnette Eaton, Conference Chair, called the meeting to order at 11:05 a.m. at Medical and Chirurgical Faculty of Maryland. The attendees then introduced themselves.

2. **Approval of Minutes**

The minutes of the 2 May 1996 Steering Committee meeting were approved with the following corrections:

•Tim Corliss should be Tim Corlis (under Nominations and Elections Committee)

•a comma should be placed after Finding Aids Committee

•ncompassing should be encompassing (10.c)

•irginia should be Virginia (10. c)

•this should be these (10. c)

•drop s. replace with as (10.c)

3. **Chair's Report**

a. Committee Appointments

Fynnette reported that Rita Dockery had been appointed to the Finding Aids Committee for the Aug. 96-July 99 term. She apologized to other committee chairs because she did not have a chance to make other appointments before the meeting due to a death in her husband's family.

b. MAC/MARAC Cooperative efforts

•Joint Leadership Meeting-Fynnette stated that two different days and times are being proposed by MAC for the joint steering committee leadership meeting at SAA in San Diego. The two times under consideration are lunch time on Thursday or from 5:30-6:30 p.m. on Saturday. Those Steering Committee members going to SAA should get in touch with Fynnette to determine the best time.

•Joint Education Summit-Fynnette reported that MAC has requested a MARAC representative to the upcoming joint meeting of regional education officers. Fynnette will discuss this selection further with Eileen Parris, Education Committee Chair.

•MAC/MARAC membership link-Fynnette said that MAC is interested in looking into practical ways for the two conferences to link membership rates so people can join both, without hurting the dues income for either organization. She asked Jennie Guilbaud as Chair of the Membership Committee to head a group made up of a member from the finance committee and a member from the publications committee to consider this proposal. Becky Collier, Finance Committee Chair, was chosen for one of the slots. The name of Frank Serene, Publications Committee , was mentioned for the second slot. Fynnette will contact Frank about serving.

c. Miscellaneous items

•The copyright resolution was accepted without further changes.

•A condolence letter was sent to Marilyn Pettit on the death of her husband.

•A formal letter of apology was sent to Renee Mastrocco, expressing regret that her name had not appeared on the MARAC 1996 ballot for the nominating committee, even though she was a candidate.

•A letter was received from John Carlin, Archivist of the United States, relating to the proper procedures regarding the disposition of Federal records in a period of downsizing and base closings.

•A letter was received from Governor Christine Todd Whitman on the situation of the New Jersey State Archives. Chair deferred to a report from the NJ caucus chair on the situation in New Jersey.

4. **Orientation for State Caucus Chairs**

•Fynnette outlined the following role for State Caucus Chairs:

a. Attend Steering Committee meetings

b. Chair caucus meetings at conferences and report to Steering Committee

c. Conduct caucus meetings within state

d. Provide information about archival institutions/facilities in their state tot he Newsletter

e. Find volunteers for local arrangements and program committees for conferences

•Points of discussion

a. how to handle issues of importance - Questions were raised as to how the chairs should approach issues with ramifications beyond the state level. Fynnette pointed out that state caucuses can define their own role for independent action or lead a coordinated action through the Steering Committee.

b. how to handle issues concerning potential conflict of interest - Many members including the Conference Chair felt that state caucuses' most prudent action may be to lead a coordinated effort through the Steering Committee.

c. who to contact regarding membership, brochures, mailing labels, where to send membership dues - Diana Shenk, Administrator.

d. who receives receipts for expenditures incurred during caucus related activities, e.g. newsletters, travel to steering committee meetings - Becky Collier, Treasurer.

•Roles of additional officers/officials were outlined:

a. Chair - Conducts Steering Committee meetings; provides overall direction of organization; and makes additional appointments as necessary.

b. Vice Chair - Serves as chair of Meetings Coordination Committee; assists local arrangements and program committees with planning and organizing Semi-Annual meetings; edits and distributes Semi-Annual Meeting Handbook; fills in for Chair if she/he is unable to attend Steering Committee meetings; assumes the office of Chair in the event of a vacancy.

c. Secretary - Takes minutes at all Steering Committee meetings, distributes minutes for approval, and sends a copy of the approved minutes to the Editor of the Newsletter; takes minutes at conference business meetings, distributes minutes for approval, and sends a copy of approved minutes to the Editor of the Newsletter. In addition, notifies Steering Committee members of meetings.

d. Treasurer - Serves as Chair of the Finance Committee; prepares an annual budget and issues quarterly financial reports.

e. Administrator - Distributes brochures to caucus chairs; handles membership; prepares the membership directory; issues quarterly lists of new members.

f. Archivist - Preserves the official records of MARAC; houses the MARAC archives at the University of Maryland; accepts records for the MARAC archives and oversees their arrangement and description; provides reference service to MARAC members.

5. **Vice Chair's Report** (including Meetings Coordinating Committee)

a. Meetings Updates:

•College Park Spring 1996 - Report was submitted to the Vice Chair by Becky Collier on Behalf of Yvonne Carignan, Co-Chair, MARAC Local Arrangements, Spring 1996. The report consisted of four parts: the report, a list of vendors, summary of comments and ratings made on the local arrangements evaluation forms, and a list of organizations which received pre-conference mailings. The Committee reported that 306 people attended the conference. Problems with hotel accommodations were noted as well as continued poor attendance for tours. However, the Committee was able to report a net profit of $8,367.65.

•Wilmington Fall 1996 - Jackie Esposito, Conference Vice Chair, submitted the proposed budget for the fall conference. She request a $2.50 per person subsidy to bring the Saturday Business Meeting Breakfast costs down from $11.50 to $9.00 per person. The request for a subsidy was approved. The preliminary program is currently being developed; letters to State Archivists regarding Caucus breakfasts will be mailed out shortly; a film festival will be announced in a special mailing.

•Charlottesville Spring 1997 - Jackie stated that the proposed budget will be brought forward at the November Steering Committee Meeting. She said that planning for the program had begun although a theme has not yet been developed. She also pointed out that additional publicity will be needed regarding early hotel registration.

•Wilmington Fall 1997 - Jackie reported that Peter Wosh and Tim Corlis have been recruited to serve as Program Co-Chairs. The Local Arrangements Co-Chairs are Margaret Jerrido and Carol An Harris. Dick Williams has volunteered to remain Treasurer for all three Wilmington meetings. The conference will be entitled "Face to Face."

•1998 and Beyond - Jackie said that there are no sites, committees, or themes proposed for conference in 1998 and beyond. She is planning to put together an article for the Newsletter regarding the problem of recruiting volunteers for conferences. She is still pursuing a date for 1998 in Saratoga Springs, NY. A joint MAC-MARAC meeting date has not been set nor has a site, although many member shave voted that the joint meeting be held in Cleveland for the Spring 2000 conference. Evaluation of the fixed site concept will be discussed at the January Steering Committee Meeting.

b. Funding Request - The 1996-97 budget request from the Meetings Coordinating Committee (MCC) will include a request for funds to convene a special meeting to finish revisions to the handbook. The request also includes funding to print 100 copies of the handbook once the revisions are completed. The request was approved.

c. The Meetings Survey - The meetings survey distributed this spring has been completed and a limited number of copies of the report prepared by John Paul Deley and his two student interns will be available upon request. A notice will appear in the next newsletter announcing the names of the T-shirt winners. An article summarizing the results of the survey will be prepared for the Winter Newsletter.

d. Special registration fee - A request has been brought forward to consider a special registration fee for student members. This issue was considered before and rejected for various reasons such as the difficulty in identifying who is actually a student, how to distinguish part-time from full-time students, reduced rates are not tied to membership, and local arrangement planning for conferences is based on full registration and reduced rates hampers that process. But the Vice Chair was directly requested to bring the issue back to the Steering Committee for reconsideration. This was taken up under new business.

6. **Secretary's Report**

No report.

7. **Treasurer's Report**

•Vacancy - David Hedrick from Gettysburg College has been appointed to fill the vacancy on the Finance Committee.

•Credit Card - Becky Collier reported on her investigation of the possibility of MARAC members being able to use credit cards to charge their registration fees and to purchase MARAC publications. Becky stated that vari-

Continued on P. 22

Steering Committee

Continued from P. 21

ous factors such as high set-up costs ($600-$700), the purchase of appropriate hardware, the transport of hardware to various conference sites, and clearinghouse and credit card charges make it impossible for MARAC to accept credit cards at this time.

•Investments - Jim Byers, former Treasurer, closed out all of the certificates of deposit when they matured and the savings account at First Virginia Bank in Falls Church. Becky will continue the checking account at First Virginia Bank. She will use the White Plains Branch near her home. There will be a "business" day delay in crediting deposits to the account. She opened a money market account at the White Plains Branch due to a better annual percentage yield than a regular savings account She purchased two one-year $32,000 certificates of deposit from the Bank of Southern Maryland. The annual percentage yield is 5.25%, the best currently available in the area.

•Accounting Program - Becky called Intuit, maker of QuickBooks, to inquire about an updated version. Intuit has an updated version 2.1 for DOS. Becky requested the purchase of this program for $69.96. A motion was made for the Committee to approve this purchase. The motion was passed.

•LAC College Park - The LAC Treasurer tentatively reports that the meeting at College Park made a profit of $8,367.65. They are still waiting for the payment of two bills.

•1997 Budget - Becky increased many of the categories as requested. The amount available for MARAC Scholarships was less than 1996 because it is computed based on conference income which was lower than the income received in 1995. A motion was made to accept the budget as presented. The motion was passed.

8. **Administrator's Report**

•Diana Shenk reported on the cost vs. speed of sending the newsletter and conference materials by first class, second class and bulk mail. Some New York members reported receiving their newsletter late. Therefore, alternative mailings are being investigated. There are unacceptably high start-up costs associated with second class mail, but the Administrator will further investigate if MARAC's newsletter qualifies for the second class mailing permit. Discussion concerned whether the additional cost of sending some materials by first class mail would be worth it. The Chair asked the caucus chairs to canvass their members for a feel for the delivery of MARAC mailings.

•Several changes were noted to the roster of MARAC officers/officials submitted by Diana: P. Brown, phone # (301) 713-7164 x253; P. Backman, fax # (518) 473-4941; George Hing, Storage Logic, phone # (410) 832-7518, fax # (410) 825.9222.

9. **Archivist's Report**

•Lauren Brown reported on the Finding Aid and the possibility of putting it on-line. He also mentioned that information about the MARAC archives will be placed on the Web Site.

10. **State Caucus Chairs' Report**

a. N.J. Caucus - Lois Densky-Wolff reported that the caucus met on June 26 at the Ocean County Historical Society in Toms River, N.J. Important items on the agenda included the status of the budget of the N.J. State Archives and the N.J. Historical Commission. The budget appropriations bill included new language directing the N.J. Division of Archives and Records Management to cover the costs of records storage and administration services. The Commission was awarded a significantly reduced budget of $545,000 down from about $750,000. This necessitated the loss of four staff positions. She reported that morale at the Commission is extremely low.

The continuation of the Historical Commission for another fiscal year ensures the continuation of the N.J. Caucus' CAPES program. CAPES has provided 161 technical assistance evaluations of New Jersey repositories by N.J. Caucus members since the program's inception in 1989.

b. D.C. Caucus - Elizabeth Joffrion reported that a survey will be conducted of the membership in order to identify topics of interest for upcoming programs.

c. Maryland Caucus-Margaret Burri reported on efforts regarding linking of smaller area repositories on their Web page.

d. Delaware Caucus - Lynn Catanese reported that efforts continue in planning for the Fall 1996 Meeting in Wilmington.

e. West Virginia Caucus - Fred Armstrong reported on the efforts through their web site at the library to link smaller archival/library facilities in the state.

11. **Standing Committee Reports**

a. Education

•Committee Membership - Eileen Parris reported that the committee has seen a great deal of turnover in the past two months. Frank Burke, Marian Matyn, and Judy Robins are leaving. Three individuals have been approached about serving on the committee, and have expressed their interest. Their names will be forwarded to the MARAC Chair for appointment.

•Workshops - Eileen stated that she has had a few more responses to the workshop roster mailing, but interest was still lagging. She asked Steering Committee members and Committee Chairs to serve as an example for the membership at large by responding to the call for workshop leaders, or to pass on the names of non-MARAC members who might be interested in being listed.

•Modern Archives Institute - The Committee has continued to refine scholarship criteria, and to look at new ways of drumming up interest in both the meeting and the Modern

Archives Institute scholarship programs. Kurt Helfrich, the first Modern Archives Institute scholarship recipient, will write an account of his experiences at the June 1996 Institute for inclusion in the fall *MAA*.

The Education Committee requested an increase in the tuition award for the 1997 Institute to reflect the increase in tuition from $475 to $525. The Steering Committee approved the request.

b. Nominations and Elections - Reported working on a slate of candidates for next election. The positions include Chair, Vice-Chair, and Members at Large.

c. Membership Development

• Welcome Letters - Jennie Diaz Guilbaud sent out twenty-six new member letters and forwarded the names for inclusion in the Summer edition.

•Mentorship Program - Jennie has received applications for two mentors and one for mentee. She paired one of the mentors with the new mentee and placed the other on the Mentor's Waiting List. No progress was reported on the mentoring program survey.

•Recruitment - Jennie reported that Jim Cassedy, the recruitment coordinator, input the 500 names from the Society of American Archivists (SAA) into his computer to prepare for mailing. However, in order to continue the recruitment effort additional money will be needed to cover the costs. A resolution was made to add $284.00 to the budget in the 4th Quarter to cover these costs. The resolution was passed.

•Internship Proposal - No further progress was made on the Internship Proposal schedule. The Chair needs to meet with the Treasurer to decide on the appropriate type of funding.

•New Members Orientation Meeting - The Local Arrangements Liaison, Lisa Mangiafico, contacted the Fall 1996 Conference Local Arrangements Committee (LAC) about arrangements for a room and refreshments (for 50 people) where the New Members Orientation Meeting in Wilmington, DE can be held. She reports that LAC has everything covered. This Fall the orientation meeting will be on Friday at 4:30 p.m.

d. Outreach

•Committee Membership - Maxine Lurie reported that all current members whose terms expire soon have expressed an interest in remaining. In addition, there are several other members interested i joining the committee. This issue remains to be resolved.

•Technical Leaflet - Leslie Simon and the subcommittee on the leaflet have not reported since the spring committee meeting.

•Program for Fall - The program suggested by the Committee was rejected by the Program Committee. However, there are several sessions on the fall program that deal with outreach issues.

•Archives Week Poster - The poster was designed by the N.J. Historical Commission. Maxine picked up the order and distributed them to the caucus chairs. In turn the caucus chairs are to distribute them to their membership. A letter is to be prepared to D. Waldron to thank the Commission for their work.

e. Custer Awards

•Award procedures - The Committee was asked to revise item six of its award procedures. The item deals with the number and categories of the award. After review of the request the Committee requested that the Steering Committee allow Item six to stand without revision.

f. Publications

•Committee membership - five MARAC members were invited to become members of the Publications Committee. Two declined and three accepted. The three that accepted are Lynne Wohleber (Episcopal Diocese of Pittsburgh), Tom Frusciano (Rutgers University), and Jennifer Rallo (John Hopkins University). Once vacancy still exists.

•Appointment - Frank Serene replaced Katy Jacob as Technical Leaflets Editor.

•Technical Leaflets Outline - Susan Hamburger wrote letters to Leslie Simon ("How to Do Archives Week"), John Celardo ("Moving Archives"), and Gino Francesconi ("Collecting Ephemera") requesting a manuscript or outline for their proposed technical leaflets. Only Gino responded with a promise to put together some notes but will not make the August 1 deadline.

•Archival Methods Textbook - Susan spoke with Bruce Ambacher about his proposal to develop an introductory archival methods textbook. The discussed costs, printing, and soliciting MARAC members/archival educators at a round table discussion regarding content of the textbook. The Steering Committee resolved to sponsor a panel discussion to investigate the need for a new archival textbook and, if so, possible content for such a textbook.

•MARAC World Wide Web - The web pages were loaded on the University of Maryland server on May 31. Susan has received several positive comments and suggestions for additions which she has incorporated. The site has been accessed 58 times since June 1, 1996.

•Sale of Technical Leaflets - 80 technical leaflets and symposia were sold at the College Park conference. William Siles, University of Illinois, will be using "Automation in Archives" for his Archival Management class. He ordered twenty copies through his bookstore. A free desk copy will be provided for his use.

12. **Old Business**

a. Strategic Planning Committee

•Draft Final Report - The Steering Committee went through the draft plan paragraph by paragraph. Various changes and additions were recommended throughout the plan. Several items were dropped completely. The

Continued on P. 24

Steering Committee

Continued from P. 23

Chair made a motion to have Ben Primer clean up the draft to reflect the changes voted on by the Committee. The motion was passed. After the changes are made the plan will be submitted again to the Steering Committee. If the Committee approves the plan it will be presented to the membership.

b. Regional Technical Assistance Program - There was nothing to report.

13. **New Business**

•A proposal was made to institute a lower student registration fee for attendance at the semi-annual conferences. The Committee voted against the idea.

•A motion was made to allow LACs to use student help in exchange for waiving their conference registration fee. The motion was passed.

•The College Park Reception - George Hing, an employee of Space Saver and a Steering Committee member, was asked to address the Steering Committee concerning a resolution phrase printed in the *MAA* they deemed disparaging toward Space Saver in connection with sponsoring the College Park Meeting reception. Space Saver stated that it is not their policy to fund receptions and that they never promised to fund the MARAC reception in College Park. The Chair asked the Vice Chair to work with George Hing in writing a joint item for the newsletter explaining the circumstance surrounding the reception.

14. **Adjournment**

The meeting was adjourned at 4:25 p.m.

Respectfully submitted,

Patrice C. Brown
MARAC Secretary

Book Reviews

The Papers of Latino and Latin American Artists, Archives of American Art, Smithsonian Institution, 1996.

The Introduction by Liza Kirwin gives the context of the first effort to identify significant Latino and Latin American materials in the Archives of American Art and other depositories as well. This booklet of 105 entries is the combined effort of the Archives of American Art as well as various ongoing Latino collecting projects.

The booklet is handsome with reproductions of pieces of art from the collections and photographs sprinkled generously throughout. The front cover shows a watercolor by Emilio Sanchez (1946) while the backcover, also in color shows a January 1983 page of one of Alexander Aramburo Maldonado's paintings "The first execution of the Communists in Spain. Told to Alex by my father. The names were Padilla, Bravo and Maldonado."

Indentifications of collections are generally short. Birth and death dates of artists, critics and other interested individuals are given as appropriate.

While most of the entries are for individuals, there are quite a few for galleries and associations noted as well. Entries note the types of materials involved, give the volume or size and list important correspondents. For Archives of American Art collections that have been microfilmed, reel and frame numbers are given. When collections are not microfilmed or are restricted, that information is given as well. A number of oral interviews are included, many of them by the Archives of American Art. The name of the interviewer, the date and the number of pages in the typescript arc given. The descriptions for the interviews include topics and people mentioned in the interview. An thorough index of names and organizations is included. The Board of Trustees of the AAA and its regional offices are listed at the end of the work. A final note gives information for requesting microfilm and the availability of oral histories sat the regional offices. The complete catalog of AAA holdings is available on the internet via telnet (siris.si.edu).

—Mary Boccaccio
East Carolina University

Continued on P. 31

Face-to-Face
7-9 November 1996
Wilmington, DE

Caucus Meetings

Join your Caucus Leader and State Archivist over coffee Friday morning.

The Changing Nature of MARAC

MARAC Strategic Planning Committee Final Recommendations as Adopted by Steering Committee 2 August 1996

In 1981 MARAC had approximately 400 members on its rolls; the 1996 membership hovers around 1200, three times as large. MARAC's total net worth in 1982 was less than $7,000; now the organization has a net worth of over $90,000, nearly 13 times as great. Dues have gone from $5 in 1981 to $10 in 1984 to $15 in 1993. Despite the change in the dues structure and the increased membership, MARAC's expenditures have increased little since FY 1986 ($20,012) to FY 1994 ($21,364). There has also been an increase in income from conventions that explains much of the rise in net worth over the past decade.

The Paradox of MARAC in the 1990s

After reviewing the earlier surveys and recommendations from earlier planning efforts (See Appendix 1), the current strategic planning committee met in an initial brainstorming session. It quickly became apparent that many of the qualities that people like about MARAC--accessibility, friendliness, volunteer structure, informality, maneuverability, wide participation, reasonable ratio between dues and services provided, excellent conventions, and a focus on entry into the profession--have become increasingly difficult in an organization with three times the membership of fifteen years ago. With conventions regularly drawing more than 300 people, there are increasing limitations on the number of hotels available which has also doubtless increased convention costs. The volume of business necessitates long committee meetings throughout the organization and threatens to overwhelm the volunteers who edit the newsletter, serve as officers and chair some committees, most notably the local arrangements and program committees for each convention. Communication within the organization has become more difficult given its size and traditions like the hospitality suite seem no longer able to address the need for group feeling and intimacy within the organization.

The Committee believes that given the current size of MARAC, it is unlikely that the organization can continue with its current program much less provide desired member services like publications, high quality conferences and advanced workshops without some significant structural changes. That does not mean, however, that the strengths of the smaller MARAC need to be abandoned. It does mean, however, that we must rethink how the organization operates and what its central mission should be in order to build on the known strengths of the organization.

Recommendation 1: Central Mission of MARAC is Education

The Committee believes that MARAC should continue to make education and professional development its central mission. Toward this end the Steering Committee and MARAC's officers and committees should concentrate in the next two years on means to further this mission which could include the following:

1) investigate rechartering MARAC (or a separate educational foundation affiliated with MARAC) as a 501(c)3 organization in order that donations to its educational program would be tax deductible to donors.

2) build the endowment of MARAC to provide secure funding for the scholarship and award programs already approved by the Steering Committee and for new education-related programs (workshops, technical consultations, etc.) discussed below. The Steering Committee (and its finance and education committees) needs to define the uses for the current endowment and begin to use it. There should be a clear formula for use which will encourage growth of the endowment. Attention must also be paid to other means to increase income to support the programs outlined. As a first step in this area, the Committee recommends that $30,000 of MARAC's current assets be transferred to this endowment and that an annual transfer to endowment be a part of the operating budget. The management of this endowment should be contracted out as described below under governance.

3) develop a series of basic and advanced-level workshops that would occur on a rotating basis throughout the region both during MARAC conferences and at other times and places. All workshops should be small enough to allow individual attention and hands-on activities. The curricula for these workshops should be developed by the Education Committee and approved by the Steering Committee.

4) explore the feasibility of a regional technical assistance program as has been discussed in the past.

5) schedule occasional meetings with other regional or national organizations in order to address topics of mutual interest and to utilize larger convention facilities in an economical fashion.

6) establish a prize for the best student essay in the MARAC region on an archival topic. The graduate archival programs in the region should help to establish the criteria and rating system for this award which might be selected by one of the established committees or a new special committee.

Cotinued on P. 26

The Changing Nature of MARAC

Continued from P. 25

Recommendation 2: Broad Participation of the Membership

MARAC must find a way to continue to provide a participatory organization that is accessible, informal and friendly. Toward this end the committee considered a broad range of options (including division of the organization north and south, elimination of the fall meeting or its replacement with a smaller one-day event in both the north and south, holding fall meetings only when SAA meets west of Ohio or south of North Carolina, and reorganizing caucuses along regional/municipal lines), but our conclusions are that the following steps will best enable the organization to continue its informal and participatory style:

1) The spring meeting of MARAC should generally be scheduled in the New York to Richmond corridor. It should be structured along conventional lines and expanded to allow sessions and other meetings from Thursday through Saturday. These changes should allow the following innovations:

a) educational workshops over several days.

b) new member events for each of the caucuses.

c) a new leadership workshop for new members of the Steering Committee.

d) affinity group meetings, described below.

The fall meeting of MARAC should be structured in innovative ways (specific themes, special workshops) and should be held outside the corridor area when possible, rotating throughout the region.

A single fixed site meeting strategy is currently being evaluated by the Meetings Coordinating Committee. Once that evaluation is complete, the Steering Committee will need to decide whether to continue to use fixed sites in conjunction with the proposed formula for meetings described above.

2) The Steering committee should identify and encourage one or more individuals in a central institution in each state (the state archives, state historical society or major state or private university) to help to develop a more active program of state caucus activities outside of conferences. Caucuses should be encouraged to bring the basic and advanced workshops to their regions as part of the educational effort outlined in the previous recommendation. Caucuses should hold special new member events at each spring conference. An expanded set of guidelines for caucus representative should be written and made a part of the new leadership workshop at the spring meeting.

3) To provide means for members to relate to one another in other, more intimate ways, there might be affinity group meetings (e.g. religious archivists, college and university archivists).

Recommendation 3: Governance

The committee believes that the Steering Committee needs to assess the governance structure and staffing needs of MARAC in the light of its recent growth. Currently MARAC's steering committee consists of four officers, eight caucus representatives and four member-at-large, but meetings regularly swell to nearly thirty in attendance when all committee chairs and others attend. The Committee believes that the following changes should be considered:

1) Committee chairs should be asked to draw up historical sketches and guidelines to pass to successors. The Steering Committee should ask committees on a rotating basis to present goals and long-range plans at a regular Steering Committee meeting. In general committee chairs need only attend Steering Committee meetings when committee recommendations warrant more than a written report.

2) The Steering Committee should investigate the need for an annual independent financial audit and the bonding the treasurer, the administrator and conference local arrangements treasurers.

3) The committee also believes that the work of the Conference has reached the point where certain ac-

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tivities previously handled by volunteers must now be managed by a person or organization in our employ. While the committee considered a part-time professional administrator located at a MARAC institution willing to supply a modest degree of non-professional support service, we ultimately concluded that this approach was fraught with problems should the relationship falter on either side. Instead, the Committee believes we should first investigate the contracting out of certain services, including, but not limited to, the following:

a) membership services, including the biennial directory and mailings/labels, etc.

b) conference arrangements of a contractual nature, including hotel negotiations and solicitation of vendors and other potential sources of support for conferences in conjunction with the local arrangements chairs.

c) printing, preparing and mailing of preliminary and final conference programs and registration packets.

d) publications sales and distribution.

e) coordination of the educational program outlined above in conjunction with the caucuses and the education committee.

f) the conduct of periodic membership surveys with questions consistent with the previous surveys in order to determine changes within the organization. These surveys should be repeated every five years.

g) the standardized collection of information on an annual basis with regard to membership demographics, budgets, income and expenditure data, meeting places, registration costs, meeting attendance, room prices, caucus sizes, meeting themes and numbers of workshops and sessions. Such data elements should be clearly defined and consistently collected and entered into a database/spreadsheet.

h) bookkeeping, tax filing, accounting and investment services for all of the organization's financial resources.

The committee believes that the elements in this report should be assigned to specific committees except when the Steering Committee should act as a committee of the whole. Committees should be asked to respond by the May 1997 meeting of the Steering Committee with specific plans to implement these recommendations (as well as any other ideas which might further the goals of education, broad participation and effective governance).

In trying to redirect the efforts of the organization, the committee is well aware that these changes may mean the organization will have to generate more income, either from dues or from conferences. The plan to hold spring meetings in the corridor is specifically designed to ensure a more stable income from conferences, but the Steering Committee will need to think specifically about the dues level, the amount of money needed from conferences, and the potential income that might be generated from a larger endowment that will support a broader range of activities.

Respectfully submitted:

G. David Anderson, Jim Byers, Fynnette Eaton, Lucious Edwards, Jackie Esposito, Janet Linde, Karl Niederer, Ben Primer, Chair, Carolyn Schumacher

Appendix 1: MARAC Planning Efforts Since 1980

There have been two previous attempts to address long-range issues in the past fifteen years, each following a membership survey. The 1982 survey conducted by Annamarie Sandecki had a response rate of 40%; a 1990 survey saw only 29% of members reply. The two surveys revealed a number of consistent responses: high satisfaction with MARAC in general; praise for MARAC publications, especially the Mid-Atlantic Archivist; disinterest in state caucuses with little understanding of the role of state representatives; a strong desire that MARAC emphasize education as its central mission; and a yearning for advanced professional workshops. There were, however, significant changes between the two surveys: by 1990 members on average were older, had been working as archivists longer, were less likely to be College and University archivists, no longer favored semi-annual meetings, favored more joint meetings with other organizations and tended to go to meetings with less frequency. The following table suggests some of the changes over time (some adjustments made for inconsistent questions):

	1982	1990
Over 36 years of age	58%	73%
Working as archivist less than 7 years	73%	30%
Working as archivist more than 10 years	27%	55%
College and University archivist	45%	31%
Favor annual meetings	28%	45%
Favor semiannual meetings	?	42%
Joint meetings favored	31%	61%
Workshops at other times favored	?	66%
% not SAA members	37%	?
% female	57%	?
5 years or less in current job	59%	?

The 1982 survey led to recommendations in the areas of meetings (a meetings handbook, a meetings coordinating committee, stronger sessions at meetings, more workshops and thematic meetings resulted), organizational effectiveness (a steering committee manual, by-law changes relating to officer roles and an administrator to handle member services and publications followed), and publica-

Continued on P. 28

The Changing Nature of MARAC

Continued from P. 27

tions (improvements to *Mid-Atlantic Archivist* appearance and mailing, and an expanded technical leaflet program ensued).

The 1991 report of the Task Force on Long Range Planning, chaired by Geraldine Phillips, went through several iterations. It recommended that the Steering Committee write a long-range plan for the 1990s focused on recruiting young individuals into MARAC's ranks, fixed site meetings in the New York-District of Columbia corridor at less expensive locations, the end of entry- level workshops at meetings in favor of state and regional basic workshops, greater publicity for MARAC awards, a reevaluation of the publications program (especially proposed symposia volumes), an emphasis on newsletter items most desired by members, a host of recommendations for strengthening state caucuses, endowments to finance outreach and special projects and strengthened administration.

During the spring of 1991, MARAC chair Lee Stout then worked on a version of the Long Range plan which had five goals with "action steps" and performance measurements which Steering Committee then referred back to the task force. A final version with four goals was accepted in principle in November 1991 and referred to MARAC committees for review. Committees did little, but the Steering Committee approved this plan at its August 1992 meeting, with a renewed request for committees to provide input (presumably before a final MARAC business meeting approval). Ultimately nothing happened. Steering Committee became engrossed in the APEX project. Lucious Edwards appointed a new ad hoc committee to formulate a new or revised long-range plan in November 1994, and Fynnette Eaton then activated this committee in the fall of 1995.

Administrator's Report August 1996

Membership

The total number of members is 1094 (1045 individual members and 49 institutional members). This quarter we have acquired 28 new individual members. Mailing labels for new members have been sent to caucus representatives.

Totals for caucus membership are as follows:

DC	215	NJ	115
DE	23	NY	236
MD	187	PA	214
VA	144	WV	14

Mailing Lists

Three sets of membership mailing labels (2 full and 1 PA state caucus) have been sold since the last steering committee meeting. One set of mailing labels was produced at no cost for the Oral History Association. Three sets of labels have been produced at no cost for caucus representatives.

Face-to-Face 7-9 November 1996 Wilmington, DE

Program Changes

Changes since the Preliminary Program went to press:

W6 Leadership Skills will be taught by Ellen Ely Oluwole, Ely Seminars Human Resources Consultant

SF5 Local Government Archives will have three leaders, including Frederick H. Armstrong, West Virginia State Archives

S2 Down the Guided Path will be chaired by Fernanda Perrone, Rutgers University

If you haven't received a Preliminary Program, contact Connie Cooper or Ellen Rendle at (302) 655-7161 or (302) 655-7844 (fax)

TREASURER'S REPORT

Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1996
October 1, 1995 - June 30, 1996

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1995 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$10,986.00	$2,415.00	$694.00		85%	$14,095.00	$15,872.00
Publications Sales	1,500.00	341.78	0	288.68		42%	629.46	1,547.18
Pub. Advertising	800.00	0	85.00	648.00		82%	659.00	817.00
Bank Interest	2,800.00	1,336.90	856.54	572.90		99%	2,766.34	3,256.91
Conferences	15,000.00	0	4,095.42	97.27		28%	4,192.69	26,916.74
Mailing List Sales	160.00	110.00	50.00	80.00		150%	240.00	270.00
Contributions	250.00	75.00	24.00	25.00		50%	124.00	265.00
Miscellaneous	0	170.00	7.00	94.00		272%	271.50	773.00
Total Revenue and Support	**$37,010.00**	**$13,019.68**	**$7,532.96**	**$2,500.35**		**62%**	**$23,052.99**	**$49,717.83**
EXPENSES								
General	$1,700.00	$20.00	$600.00	$500.00		65%	$1,120.00	$1,213.18
Administrator	4,312.00	517.91	0	305.62		19%	823.53	2,189.24
Treasurer	710.00	61.00	455.00	5.00		73%	521.00	479.40
Membership	1,500.00	69.81	260.85	293.82		42%	624.28	652.10
Committees	5,500.00	992.47	1,605.78	862.91		63%	3,461.16	2,879.59
Conference Advances	4,000.00	0	2,008.17	500.00		63%	2,508.17	4,100.00
Publications	12,700.00	2,525.00	2,299.00	2,299.00		56%	7,123.00	13,156.72
Awards	425.00	100.00	0	225.00		77%	325.00	475.00
MARAC Scholarship	4,386.98	370.10	0	775.00		26%	1,145.10	532.08
Grant Project Expenses	1,000.00	0	0	0		0%	0	837.96
Miscellaneous	50.00	0	0	0		0%	0	1,635.00
Total Expenses	**$36,283.98**	**$4,656.29**	**$7,228.80**	**$5,766.35**		**49%**	**$17,651.44**	**$28,150.27**
NET INCOME or (NET LOSS)		**$8,363.39**	**$304.16**	**($3,266.00)**			**$5,401.55**	

SUMMARY

Opening Balance	$95,875.08
Income	2,500.00
Expenses	(5,766.35)
Closing Balance	**$92,609.08**

Cash Accounts

Checking Accts:	$4,267.29
Savings Accts:	20,000.00
Cert. of Dep:	68,341.79
Total	**$92,609.08**

Fund	Opening	Credits	Debits	Closing
Current	$58,064.28	$2,475.35	$5,766.35	$54,773.28
Endowment	7,810.80	25.00		7,835.80
Reserve	30,000.00			30,000.00
Total	**$95,875.08**	**$2,500.35**	**$7,766.35**	**$92,609.08**

Session Abstracts - MARAC Spring 1996

Virginia Archives in the 21st Century: The Virtual Library of Virginia (VIVA)

Betsy Pittman of Virginia Commonwealth University, chair of VIVA's Special Collections Committee, led a session on the work of the committee. She was assisted by committee member Gail McMillan of Virginia Polytechnic Institute and State University. VIVA is a project underwritten by the General Assembly of Virginia that endeavors to increase access to library resources in the Commonwealth. As a publicly-funded project, it involves only the state-assisted, doctoral-granting institutions at present. The Special Collections Committee began as a sub-committee of the Collections Committee of VIVA, and was later given status as a committee. Betsy reported that most of the work of the committee has been toward making finding aids to resources more available, and Gail has created a home page for the committee that is accessed through the VIVA home page. A number of projects for the future have been discussed by the committee, and work on several of them will get underway this fall.

★★★★

Archivists, Digital Images, and Electronic Texts

Gail McMillan of Virginia Polytechnic Institute and State University and David L. Gants of the University of Virginia were the speakers at this session, chaired by Edmund Berkeley, Jr., of the University of Virginia. The speakers discussed equipment—flatbed scanners, computers, and digital cameras—and the software used with them in the creation of digital images and of electronic texts created from the images. The new technology creates a number of opportunities and problems for archivists, and the speakers reviewed them, noting the high expectations of some researchers that they be able to get images on demand. Control of these images, once they have left the archives, can be a real problem and archivists need to plan for identification of images that they make from the beginning. There were numerous questions to the speakers after the end of their presentations, and the session was very well attended.

★★★★

A Different View of History: Using Archival Collections to Document the Stories of Minorities. Abstract compiled by Danna Bell-Russel, Session Chair.

For many years, the history of our society has been seed through the eyes of the majority, mostly those with money, power and land. Historians are becoming more interested in how others who were not in power have viewed history. These researchers are now coming to archives to try and locate materials that provide information about minority groups and their role in society and how they view themselves and events in our society. Danna Bell-Russel mentioned in her opening remarks the need to remember that it is very important to see all aspects of history and that history should be inclusive and should not exclude anyone's view.

Donna Wells, Prints and Photographs Librarian at the Moorland-Spingarn Research Center at Howard University, first discussed how photographs were used to tell history from the viewpoint of the majority and how these groups were perceived by the majority. She then talked about how people such as Frederick Douglass learned the skills needed to create daguerreotypes so that they could show the man, not just the "Negro." Using the photographs of David Bustill Bowser, who created banners for Afro-American soldiers in the Civil War, she showed pictures of soldiers who were not dancing and showing the stereotype of the Afro-American.

Rich Wandel, Archivist of the Lesbian and Gay Community Services Center National Museum and Archives of Gay and Lesbian History in new York City, talked about the role of censorship in keeping the history of the gay and lesbian community hidden from researchers and others interested in that part of our history. He gave examples of censorship including denying access to materials that may be from gay and lesbian individuals and putting up warning signs and setting age restrictions that deny access. Another interesting problem he noted was that those who are censoring are also soliciting materials from gay and lesbian organizations. He stated that organizations that are collecting materials must allow the people from gay, lesbian and other minority groups to tell their stories.

Sushan Chin, Collections Manager, Museum of Chinese in the Americas in New York, started by talking about the history of the museum and how it works to document the history of Chinese-Americans, a history that has been ignored. Part of her discussion covered salvage operations to save signs and other memorabilia from destruction. She also discussed a project where the Museum has collected artwork made by illegal immigrants who are being held in detention centers while they await the disposition of their cases. She noted the importance of educating not only outsiders but also people within the community of their activities and the role of people of Chinese descent in American society. She ended her talk by showing pictures of materials in their collections and of Chinese-Americans in nightclubs, in military service, and in religious organizations.

Book Reviews

Preservation Microfilming: A Guide for Librarians and Archivists, ed. Lisa Fox. 2nd ed. Chicago: American Library Association, 1996. 480p. $70. ISBN: 0-8389-0653-2.

This guide to preservation microfilming updates the first edition published in 1987 and edited by Nancy Gwinn. Like the original, it opens with the question, "Who should read this book?" The answer, simply stated, is everyone with an interest in preserving a collection through preservation microfilming. This guide serves as a bridge between standards, guidebooks, and practice and provides detailed direction for almost any type of preservation microfilming project. In addition, updated definitions of microfilm/fiche technologies are provided.

Since the first edition was published the process and techniques of preservation microfilm have matured and gained greater acceptance as the systematic approach to preservation. The second edition of *Preservation Microfilming* documents these techniques and defines the standards, as implemented by such successful programs and the United States Newspaper Project (USNP), RLG's Art Serials Preservation Project (ASPP), SOLINET (the Southeastern Library Network, Inc.), and the Committee on Institutional Cooperation (CIC).

The guide has six chapters, an introduction and extensive appendixes. Each chapter deals with a core component of preservation microfilming: administrative decisions; selection of materials, production planning and preparation of materials; microfilming standards and practices; bibliographic control; an costs. The guide's strength is that it addresses microfilming as a process, not just a means to achieve an end. Essential procedures within the key components, such as deciding who will execute the filming, developing the criteria for selecting materials, prioritizing documents for preservation, are reviewed in detail so that the positive and negative aspects of each decision in the process is explored.

The key role of state-of-the-art technology, specifically computers, in preservation microfilming is a dominant theme in this edition. For example, the book cites the speediness and ease-of-use of desktop publishing software in facilitating the creation of targets.

Preservation Microfilming is an easy read in that it does not lose the reader in jargon nor the complexities of this specialized topic. The guide features updated photographs of the preservation microfilming process, including its technologies. It should be on the desk of everyone who supervises a preservation microfilming project.

—Steven Dalina
Rutgers University Libraries

Reprinted with permission from *New Library Scene*, June 1996. Dalina was Preparations Supervisor and Field Services Representative for the New Jersey Newspaper Project from 1989 to 1994.

NEWS FROM THE NATIONAL ARCHIVES

★★★★

The Office of Records Administration (NI) is conducting a pilot project to test on-line access to record schedules using Intranet technology. The ability to rapidly access and search agency records schedules has the potential to provide substantial benefits to both NARA and Federal agency personnel. NI began by informally surveying Federal agencies and found that many have their records schedules in some type of electronic form. More than 30 agencies have furnished NI with electronic copies and new schedules continue to be received on a regular basis.

These electronic schedules were converted into Hyper Text Markup Language (HTML) from various native formats such as WordPerfect and Microsoft Word word processing software, Paradox, dBase and Access database software and several ASCII text products. Most recent versions of office automation software including WordPerfect and Microsoft Word and Microsoft Access have HTML export functionality that greatly simplifies the conversion process. NI then incorporated these schedules into the Intranet web site.

In conjunction with the Office of Federal Records Centers (NC), NI is testing use of the electronic Air Force schedule in lieu of the printed version for processing accessions.

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TIME VALUE MAIL

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The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the individual states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation among individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at $15 per year) and membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: dxs@psulias.psu.ed. Send material for *maa* publication to: Richard E. Wood, Archival Projects Branch (NNTA-S), National Archives at College Park, 8601 Adelphi Rd., College Park, MD 20740-6001, Tel. (301) 713-7159, Fax (301) 713-6908, Electronic Mail: dick.wood@arch2.nara.gov. Deadlines are the first of March, June, September and December.

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